SECTION A: (40 marks) ICT

*Answer any **FOUR** questions in this section.*

1. (a) Name **four** types of computer *ports* that would be used for connecting peripheral devices to a computer. (2 marks)

    (b) Explain **one** precaution that should be taken when blowing a computer system, during maintenance. (2 marks)

    (c) Differentiate between a *flash memory* and a *compact disk* as used in computers. (4 marks)

    (d) Grace intends to generate a report in a database program. Outline **two** report layouts that she would use to achieve her objective. (2 marks)

2. (a) State **two** hardware requirements that should be considered when installing software in a computer. (2 marks)

    (b) Explain **one** function of a *directory* in a computer. (2 marks)

    (c) With the aid of a diagram, describe a *Metropolitan Area Network* as used in computer networking. (4 marks)

    (d) State **two** reasons that may prompt a computer user to perform a *warm booting*. (2 marks)

3. (a) Outline the function of each of the following wild cards as used in a computer operating system:

    (i)   question mark; (1 mark)

    (ii) asterisk. (1 mark)

    (b) Distinguish between *hacking* and *phishing* as used in computers. (2 marks)

    (c) Charles intends to create a table in a word processing document. Outline **two** methods that he would use to achieve his objective. (2 marks)

    (d) Charlyn, a computer student, typed a document comprising several paragraphs using a word processing program. Outline the procedure she would follow to achieve each of the following:

    (i)   select an entire paragraph; (2 marks)

    (ii) select an entire document. (2 marks)

4. (a) Explain the function of a *form* as used in a database. (2 marks)

    (b) Table 1 is an extract from a spreadsheet worksheet. Use it to answer the questions that follow:

    Table 1

	A	B	C	E
1	**Name**	**Mathematics**	**Electronics**	**Total Mark**
2	Ann	40	50	
3	Peter	60	55	
4	Nicholson	90	80	
5	Charles	50	60	
6	Charlyn	40	50	
7				

    Using cell referencing only, write a formula that would be used to compute each of the following:

    (i)   total marks in mathematics; (2 marks)

    (ii) average mark for mathematics; (2 marks)

    (iii) total marks for ann; (1 mark)

    (iv) number of marks which are less than 60 for both subjects. (3 marks)

5. (a) Anita intends to create a publication in DTP and she has been advised to create a master page.

    (i)   Explain the function of the page she has been advised to use; (2 marks)

    (ii) State **four** examples of the elements that she is likely to include in the page. (2 marks)

    (b) Peter a computer technician at AFRQT college, has advised the management to acquire the following software:
    Linux, Ms Word 07, Ubuntu, CorelDraw, Auto CAD, Ms Windows.

    Categorise these software as application software and system software. (2 marks)

    (c) With the aid of a diagram, describe each of the following formatting alignments as used in a word processing program:

    (i)   centre; (2 marks)
    (ii) justified. (2 marks)

SECTION B: COMMUNICATION SKILLS (30 marks)

*Question **SIX** is **COMPULSORY**.*
*Answer any other **ONE** question from the section.*

6. (a) State **three** essential elements of communication. (3 marks)

    (b) Explain **three** ways in which communication barriers could be overcome in an organization. (3 marks)

    (c) State **two** advantages of using internal memos as a form of communication. (2 marks)

    (d) Distinguish between etiquette and diplomacy. (2 marks)

    (e) Explain the following terminologies as used in meetings:

        (i) chairman's agenda; (1 marks)

        (ii) rider. (1 marks)

    (f) State **three** objectives of a job interview. (3 marks)

    (g) Explain **two** roles of a Public Relations Officer in an organisation. (2 marks)

    (h) Bidii Engineering works intends to set up its website. List **three** benefits the company may derive from this undertaking. (3 marks)

7. There has been rampant loss of tools in the organisation you work for. The workshop superintendent has appointed you to lead a committee to establish the reasons for the losses. Write a detailed report of your findings and include your recommendations. (10 marks)

8. Write an essay of about 300 words on the following topic:

    "The importance of empowering the youth in the development of a country." (10 marks)

SECTION C: ENTREPRENEURSHIP EDUCATION (30 marks)

*Answer any **THREE** questions from this section.*

9. (a) Distinguish between an entrepreneur and a business man. (2 marks)

   (b) Highlight **four** social factors affecting entrepreneurship development. (4 marks)

   (c) Explain **four** challenges that women entrepreneurs face in relation to the emerging trends in entrepreneurship. (4 marks)

10. (a) Outline **two** types of entrepreneurs. (2 marks)

    (b) Explain **two** roles played by an entrepreneur in an engineering enterprise. (4 marks)

    (c) Explain **four** factors that inhibit Kenyan youth from engaging in entrepreneurial activities. (4 marks)

11. (a) Olo polos is an engineering company. State **two** computer applications that may be used in such an enterprise. (2 marks)

    (b) Makuno electrical company is installing an application software in their firm. Explain **two** benefits of this undertaking. (4 marks)

    (c) Ahadi consultants have been hired by Manza electronics company to make a business plan for their business start up. Explain the **four** benefits of the business plan. (4 marks)

12. (a) ABC Youth Group runs an electronics enterprise. Explain the importance of keeping records in their enterprise. (2 marks)

    (b) Malezi company wishes to increase their sales in automotive spares. Outline **two** marketing strategies that the company would adopt to realize this. (2 marks)

    (c) Explain **three** benefits of social responsibility in an enterprise. (3 marks)

    (d) Tin Tin construction enterprises is installing internet in their business premises. Outline **three** risks they are likely to encounter during the use of the internet. (3 marks)